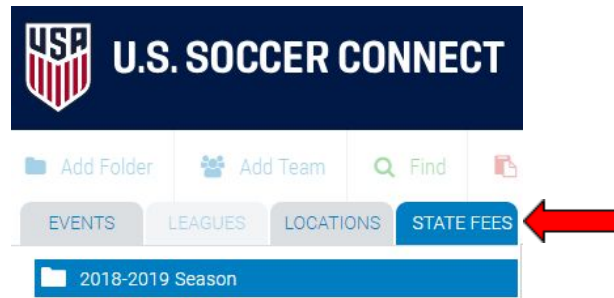




State Member Fees

This guide will take you through the process of verifying your state member fees for players and coaches. Please follow along each step to ensure your charges are correct before making an initial payment.

When logged into the admin system, select the State Fees tab to view your Club Fee Summary.



The Club Fee Summary is broken down by the player's age and member type (Select, Academy, Recreational). State Member Fees for coaches show below the player fees. Player and coach fees will include all confirmed and pending status. In order to not be charged for a player or coach, they must be rejected.

CLUB FEES	LEAGUE FEES																																																																								
<p>Club Fee & Payment Summary</p> <p>Treasurer: Money money Email: cfabry@iowasoccer.org Cell Phone: 5152526363</p> <p>Club Fees</p> <table border="1"> <thead> <tr> <th>Age</th> <th>Member Type</th> <th>Participant Fees</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>U10</td> <td>Academy</td> <td>3 Players @ \$11.50 Per Player</td> <td>\$34.50</td> </tr> <tr> <td>U10</td> <td>Select</td> <td>3 Players @ \$13.50 Per Player</td> <td>\$40.50</td> </tr> <tr> <td>U11</td> <td>Recreational</td> <td>3 Players @ \$13.50 Per Player</td> <td>\$40.50</td> </tr> <tr> <td>U12</td> <td>Select</td> <td>1 Players @ \$13.50 Per Player</td> <td>\$13.50</td> </tr> <tr> <td>U13</td> <td>Select</td> <td>6 Players @ \$13.50 Per Player</td> <td>\$81.00</td> </tr> <tr> <td>U14</td> <td>Select</td> <td>2 Players @ \$13.50 Per Player</td> <td>\$27.00</td> </tr> <tr> <td>U15</td> <td>Select</td> <td>3 Players @ \$13.50 Per Player</td> <td>\$40.50</td> </tr> <tr> <td>U17</td> <td>Select</td> <td>1 Players @ \$13.50 Per Player</td> <td>\$13.50</td> </tr> <tr> <td>U9</td> <td>Academy</td> <td>2 Players @ \$11.50 Per Player</td> <td>\$23.00</td> </tr> <tr> <td>U9</td> <td>Select</td> <td>1 Players @ \$13.50 Per Player</td> <td>\$13.50</td> </tr> <tr> <td>Coach</td> <td>N/A</td> <td>1 Coaches @ \$8.00 Per Coach</td> <td>\$8.00</td> </tr> <tr> <td colspan="3">Player Total:</td> <td>\$327.50</td> </tr> <tr> <td colspan="3">Coach Total:</td> <td>\$8.00</td> </tr> <tr> <td colspan="3">Background Check Total:</td> <td>\$0.00</td> </tr> <tr> <td colspan="3">Total Fees:</td> <td>\$335.50</td> </tr> <tr> <td colspan="3">Payments/Adjustments:</td> <td>\$0.00</td> </tr> <tr> <td colspan="3">Balance:</td> <td>\$335.50</td> </tr> </tbody> </table>		Age	Member Type	Participant Fees	Amount	U10	Academy	3 Players @ \$11.50 Per Player	\$34.50	U10	Select	3 Players @ \$13.50 Per Player	\$40.50	U11	Recreational	3 Players @ \$13.50 Per Player	\$40.50	U12	Select	1 Players @ \$13.50 Per Player	\$13.50	U13	Select	6 Players @ \$13.50 Per Player	\$81.00	U14	Select	2 Players @ \$13.50 Per Player	\$27.00	U15	Select	3 Players @ \$13.50 Per Player	\$40.50	U17	Select	1 Players @ \$13.50 Per Player	\$13.50	U9	Academy	2 Players @ \$11.50 Per Player	\$23.00	U9	Select	1 Players @ \$13.50 Per Player	\$13.50	Coach	N/A	1 Coaches @ \$8.00 Per Coach	\$8.00	Player Total:			\$327.50	Coach Total:			\$8.00	Background Check Total:			\$0.00	Total Fees:			\$335.50	Payments/Adjustments:			\$0.00	Balance:			\$335.50
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Each line item shows how many players are of that specific age and member type. You can click on the line item to view a report of those players.

Details for 3 Players

Last Name	First Name	Address	City	State	Zip	Association ID	Date of Birth	Gender	Registration Date	Registration Status	Association Approval Date	Player Age	Member Type	Team Name	Team ID	Program Type	Age Group	Team Gender	Fee	Split Pay
iowa-admin	Player	Address	City	IA	50555	IOWAAPLA2009052510946965	05/25/2009	M	03/29/2018	Confirmed	Not Approved	U10	Academy	Team Three	9999004	Academy	U10	M	\$11.50	No
test	Test 10u	6200 Aurora ave	Urbandale	IA	50322	TESTTES2009010112465701	01/01/2009	M	05/31/2018	Confirmed	Not Approved	U10	Academy	9U-10U		Academy	U10	M	\$11.50	No
Test	Testing	address	city	IA	12345	TESTTES2009010112644461	01/01/2009	M	06/05/2018	Confirmed	Not Approved	U10	Academy	9U-10U		Academy	U10	M	\$11.50	No



On the Player Fee Detail Report, you can view the player’s information, the player’s member type, what team they are assigned to, the age group of the team, the team’s program type, and what the state member fee is for that player.

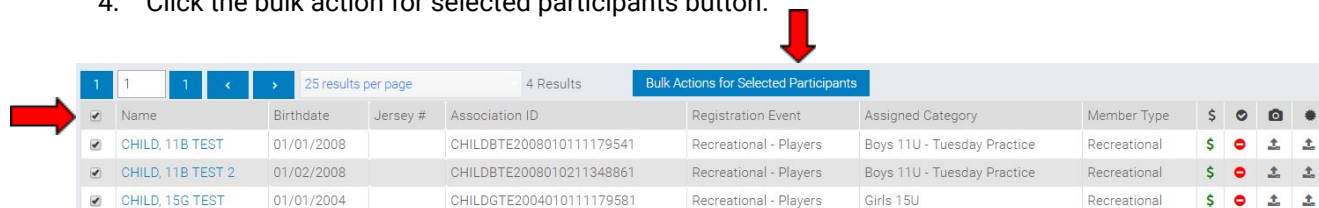
*The number of players that shows in the Player Fee Detail Report may be more than the number of players you are being charged for on the Summary breakdown. If a player was initially registered to a different category or event or in the case a player is copied for multi rostering, the charge is with the first registration.

What if the Member Type for my players is not correct?

If the correct Member Type was not set on your registration event, you can update the Member Type for all players in bulk.

To update the member type for your players:

1. Click on the event in your folder tree where the players are registered.
2. Click the Find button to view all.
3. Click the Select All checkbox to perform an action for all players or select specific players you need to update. You can increase the page results up to 200 to update more players at one time.
4. Click the bulk action for selected participants button.



1	1	1	<	>	25 results per page	4 Results	Bulk Actions for Selected Participants				
<input checked="" type="checkbox"/>	Name	Birthdate	Jersey #	Association ID	Registration Event	Assigned Category	Member Type	\$			
<input checked="" type="checkbox"/>	CHILD, 11B TEST	01/01/2008		CHILDBTE2008010111179541	Recreational - Players	Boys 11U - Tuesday Practice	Recreational	\$			
<input checked="" type="checkbox"/>	CHILD, 11B TEST 2	01/02/2008		CHILDBTE2008010211348861	Recreational - Players	Boys 11U - Tuesday Practice	Recreational	\$			
<input checked="" type="checkbox"/>	CHILD, 15G TEST	01/01/2004		CHILDGTE2004010111179581	Recreational - Players	Girls 15U	Recreational	\$			

5. Select Bulk Change Member Type.
6. Choose the correct Member Type to be applied to your players.
7. Click Update.

Actions for Selected Participants - 4 Participants Selected

Bulk Change Member Type ▼

Select the desired member type and click the button above to change it for the selected players.

Academy ▼

Update Member Type for Selected Players

8. The Member Type will be updated for all the selected players. Click to the next page on the Find screen and follow the same steps for any additional players in the event.

ON THE PLAYER FEE DETAIL REPORT, THE MEMBER TYPE OF THE PLAYER SHOULD MATCH THE PROGRAM TYPE OF THEIR PRIMARY TEAM



What if the member type and program type do not match?

In the case where a member type was assigned to a player upon registration and a player was moved to a different team, you can update the member type of that player. For example, if you opened tryout registration for Select players and a player ended up being assigned to a Recreational team instead, the member type of that player will need to be updated. Follow the steps above to update the member type for these players.

What if there is a charge for a player that is not playing in my club?

State member fees are applied upon registration to the club so in the case of a tryout, if you had a player register and not make a team, you can simply reject the registration and the state member fee will no longer be applied. You should only reject a player that is NOT active in your club since a rejected player cannot be assigned to a team.

To reject a player not playing in your club:

1. Click on the event in your folder tree where the player is registered.
2. Click the Find button and search for the player by name.
3. Select the green dollar sign to the right of the player's name to view the member's financials.
4. Click the Rejected radio button.
5. Click Update Status.

The registration record for that rejected player will remain in your system for historical purposes but the player is no longer active, and a state member fee is no longer applied.

What if there is a charge for a pending coach in my club?

If you had a coach register to your club and did not confirm them to get a background check, you should reject the pending registration similar to rejecting a player. You should only reject a pending coach as they did not get a background check and will not be placed on a team roster.

To reject a pending coach in your club:

1. Click on the event in your folder tree where the coach registered.
2. Click the Find button, select the Coach tab and search for the member by name or filter by pending registration status.
3. Click on the coach's name to view the registration details.
4. Click the Rejected radio button.
5. Click the Update button.

The registration record for that coach will remain in your system for historical purposes but the coach is no longer available to place on a roster, and a state member fee is no longer applied.

After you have verified the charges for players and coaches are correct, you may print your invoice and make a check payment to Iowa Soccer.

Select the Print Invoice button to download a PDF of your club invoice, and mail in a check to Iowa Soccer with a copy of your invoice. **For the 2018-2019 seasonal year, credit card payments will NOT be allowed.** After payment is received, it will be reflected on the Club Fee Summary in the Payments section.